

# Urban Academy

Policy and Procedure:

## ADMISSIONS POLICY

Policy No.: 01.04

Originate: August 2003

Revised: 5/08, 1/20

Adopted: 8/03

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### I. PURPOSE

- A. This policy is to define the parameters that Urban Academy will use in admitting students into their school under the Minnesota Statutes, section 124E.11(c)

Minnesota Statutes, section 124E.11(c) establishes certain preferential situations in which specific students must be given preference in admission over students in the lottery pool. Enrollment preference must be provided to siblings of an enrolled student and foster children of an enrolled student's parents. A charter school may give enrollment preference to children of the school's staff and students who are enrolled in a charter school's free preschool or prekindergarten program before accepting other students in the lottery pool. If a student is enrolled in a charter school preschool or prekindergarten program for free (via scholarship or some other funding source), but other students in the early learning program pay tuition, then none of the students can receive enrollment preference because the early learning program is not free to all participants.

### II. GENERAL STATEMENT

- A. Urban Academy, in compliance with current state, and federal statutes and regulations and in recognition of its obligation to provide equal educational opportunities for all persons within its jurisdiction as a public school, affirms that it will not discriminate on the basis of race, gender, color, religion, creed, national origin, status in regard to public assistance, marital status, parental status, age, sexual orientation, or disability in the following areas: access to course offerings, curriculum materials, counseling practices, extracurricular activities, or use of school facilities. This policy supports Urban Academy's good faith efforts to comply with Title IV of the Civil Rights Act of 1964 and Title IX of the educational amendments of 1972.

#### B. Enrollment Preferences

All enrollment preferences applicable to a specific charter school should be stated in that school's published lottery/enrollment policy and process.

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### III. LOTTERY PROCESS

According to Minnesota Statutes, section 124E.11(b), when enrollment applications exceed capacity, pupils must be accepted by lottery.

Applications received between November 1<sup>st</sup> and January 31<sup>st</sup> will be included in the grade-level lotteries that will take place in early-February. These lotteries will produce grade-level waiting lists. Applications received after the deadline on January 31<sup>st</sup> will be placed at the bottom of the appropriate grade-level waiting list.

In early February, following the close of the on-time enrollment season on January 31<sup>st</sup> for the school year, Urban Academy will hold an lottery to place timely applicants on randomized waiting lists for the following school year by grade. Offers for enrollment for available spots in classrooms are made to applicants in mid-February based on the resulting grade-level waiting list order, first to siblings of currently enrolled Urban students, then to children of current Urban staff, and finally to general applicants.

Lottery Procedure at Urban Academy will be based on timely applications received:

1. Urban Academy sibling-applicant and foster child of a parent of a currently enrolled student lottery;
2. Urban Academy staff-child lottery;
3. General applicant lottery.

Lotteries will be held for a given grade only if there is more than one applicant applying for a given grade. Urban Academy's lottery will be conducted using an electronic or human randomization system. The randomized lists will become the waiting list for each grade, there will be three lists generated as indicated, the randomized list of sibling applicants placed; immediately following the staff-child applicants; and the randomized list of general applicants being placed.

#### **Mandatory enrollment preferences (these are legally required)**

- A sibling of an enrolled student.
- Foster child of a parent of an enrolled student.

Once all lotteries have taken place, all waiting lists have been generated, and enrollment offer indication/databases have been populated for each grade based on places available in classrooms, lottery emails and/or letters will be generated. Notification will be sent to all applicant families indicating that they have been offered a place in a classroom at Urban Academy for the following school year. The time period a family has to accept or decline an offer of enrollment is based on

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when the offer of enrollment is made and will be indicated on the notice letter. **Note: A failure to respond to an enrollment offer within the set response time constitutes an automatic decline of the offer, therefore, the student will lose their place and if still interested in attending Urban Academy. Student’s name will have to be resubmitted into the lottery for a future acceptance.**

Urban Academy’s waiting list does not carry over from year to year. If a child does not receive a place at Urban Academy for the school year to which they are applying and they remain interested in the school, a new enrollment application will need to be submitted for the following school year.

**IV. Early Entrants to Kindergarten:**

According to Minnesota Statutes, section 124E.11(d), the school may establish a policy for admission of selected pupils at an earlier age:

Requirements to apply for Early Admission are as follows:

- 1) Urban Academy requires that your child must undergo a comprehensive psychological and developmental evaluation performed by a licensed psychologist or school psychologist. The child must achieve a measured score in the superior range (i.e. at least 2.0 Standard Deviations above the mean score for the assessment instrument used) on a nationally-normed standardized intellectual assessment test appropriate for 3- to 5-year-old children such as:
- 2) Your child must have attended a formal preschool or other non-home educational setting and must be recommended by the staff of this other program for early admission to Kindergarten through our short questionnaire about your child’s development.
- 3) Your child must be physically and developmentally capable of the demands and activities of the school day (i.e. toilet, lunch, physical education routines, following a sequence of directions, etc.) We may ask you to provide physician certification for this capability.
- 4) Your child must undergo a skills and developmental screening based on the curriculum of our Kindergarten program. We are looking for 70-80% mastery of Urban Academy Kindergarten benchmarks in order to approve early admission.
- 5) Urban Academy provides free prekindergarten to all students.